



COMMUNITY EVENTS COORDINATOR

STATEMENT OF DUTIES:

The Events Coordinator will oversee the planning, implementation, creation, and promotion of Community Development Department festivals and events of the City of Mauldin to increase tourism. This position requires the candidate to take a hands-on approach to getting the job done. A highly motivated candidate will take the position and make it their own.

POSITION FUNCTIONS:

Community events begin with hands on leadership and intricate involvement in every step of the process of planning, development and implementation. This position will require someone with exceptional organizational skills, innovative ideas, the ability to think on one's feet both creatively and critically, and someone who is personable and possesses superb communication skills.

This position will plan, implement, and promote activities for all festivals and events of the City of Mauldin as directed by the Cultural Affairs Manager. This function extends to activities occurring during the events and festivals.

Weekend work will be a norm for this position and the candidate must maintain a flexible schedule and strong work ethic.

General Functions

- Engage with community groups and stakeholders with the goal of promoting and securing volunteers for festivals and events.
- Engage with fellow team members and with team members across departments to facilitate a thriving events program for the Community Development Department.
- Other duties as directed.

Festivals, Events, and Programming

- Expand, plan, organize, direct, supervise, and promote all festivals and events. These include, but are not limited to, the annual Mauldin Farmers Market, Beachin' Fridays Series, BBQ Cook-off, PB&J Festival, and others as assigned by the Cultural Affairs Manager. Tasks include, but are not limited to, creating and executing contracts, securing vendors and talent, managing ticket sales, structuring and maintaining budgets, preparing financial and attendance reports, working on campaigns alongside Marketing Coordinator, etc.
- Assist third party partners with community events, including the annual Spring in Bloom festival, Christmas Tree Lighting, Greenville County Marching Band Competition, and others as directed by the Cultural Affairs Manager.

Fundraising & Community Engagement

- Develop incentives and investment opportunities for local businesses, stakeholders and others to sponsor the Center's festivals, events and programs in an effort to increase tourism.
- Develop relational connections, collaboration opportunities, activities and incentives for local businesses, stakeholders and others to partner in festivals, events, and programs to increase tourism. (i.e. cooking demos, kids zone activities, etc.)
- Generate enthusiasm for the Mauldin community and the Mauldin Cultural Center, from all major community stakeholders and the community at large.

SUPERVISION:

Employee works under the direct supervision of the Cultural Affairs Manager and the general supervision of the Community Development Director. This employee does not exercise supervisory responsibilities.

JOB ENVIRONMENT:

Employee must maintain a flexible schedule, working some nights, weekends and holidays. Employee must be able to work indoors and outdoors in various weather conditions. Employee will be required to set up and break down events, interact with the public, work across departments, and communicate effectively with all parties involved in the event planning process.

RECOMMENDED QUALIFICATIONS

Physical and Mental Requirements

- Employee is required to stand, walk, talk, listen, use hands, reach with arms and hands, climb, balance, stoop, kneel, and sit, up to 2/3rd of the time.
- Employee frequently lifts up to 25lbs., and occasionally lifts more than 25 lbs.
- Normal vision is required for this position.
- Equipment operated includes office machines, computers, audiovisual equipment, radio communicators, golf carts, and City vehicles.

Education and Experience

- Bachelor's degree in fields related to event planning, hospitality, integrated marketing, or community development required
- 2+ years of experience in event planning required
- Marketing, communication, or design experience a plus
- Grant writing and fundraising skills a plus

Knowledge, Skills and Abilities

A candidate for this position should have experience in:

- Proficiency in Microsoft Word, Excel and Outlook required
- Ability to work on both PC and Mac interfaces required
- Strong ability to manage multiple projects at once
- Exceptional verbal and written communication skills
- Exceptional organizational skills
- Well-developed time management, organizational and follow-through skills
- Experience in Adobe Photoshop, Illustrator and InDesign a plus

Special Requirements

- Candidates for this position must possess a valid South Carolina driver's license.
- Ability to maintain flexible schedule, including some nights and weekends.